

POSITION DESCRIPTION

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25X1A

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200090027-7

2. CAREER SERVICE		3. REASON FOR SUBMISSION (E.G., CHANGE OF DUTIES, CLASSIFICATION SURVEY, ETC.)		7. PLACEMENT DIVISION CONCURRENCE	
1. Classification Review		4. Sugg. # 58-31		DATE:	
B. ACTION		POSITION TITLE		SCHEDULE	OCCUPATION CODE
A.					
B. CWD		Offset Photographer (Color)		GP	6170.02
C. INITIATING OFFICE		Offset Photographer (Color)		GP	6170.02
9. ORGANIZATIONAL TITLE OF POSITION (IF ANY)		10. NAME OF EMPLOYEE (Last) (First) (Middle) IF VACANCY, SPECIFY			
11. ORGANIZATIONAL LOCATION OF POSITION		12. CERTIFICATION			
A. OFFICE		This is a complete and accurate description of the duties and responsibilities of this position			
B. DIVISION OR STAFF		A. EMPLOYEE		DATE	
C. BRANCH		B. SUPERVISOR			
D. SECTION		C. OFFICE REPRESENTATIVE			
E. UNIT		D.			

1. DESCRIPTION OF DUTIES, RESPONSIBILITIES AND QUALIFICATION REQUIREMENTS

I. DUTIES AND RESPONSIBILITIES

As the Offset Photographer responsible for the production of photography for process color reproduction operates dryplate photographic equipment with Offset Photographers in producing photography in continuous tone, halftone, and color process or color separation for offset plate production.

1. Under the direction of Branch Foreman, reviews color copy to determine exact process needed to render the best color reproduction, and the materials and equipment to be used.

2. In process color work, depending upon the direct or indirect method selected, makes evaluation of color readings, computes color values, exposure ranges, tones and other control criteria affecting screening, exposure and final development of a series of negatives in a density range capable of making plates and offset press impressions in true color reproduction. Participates and controls with other photographers the setting up, exposure, and development of the first color process negative (usually the one with the key color) and verifies during development the negative will have a density and dot formation within a range suitable for the whole series of negatives on process color required to meet the customers requirements. Makes final adjustments of tentative exposure and camera settings previously computed for additional photography and individually. Or by assignment to a journeyman photographer assures completion of all photography in a series for process color is compatible. Makes inspection of final negatives to assure there is a proper range of density to produce accurate

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color rendition on press runs of three and four color combinations. Maintains records on color work produced.

3. In journeyman Offset Photography, reviews work order and with other photographers on the camera or individually in the dark room sets up, exposes and develops film, halftone, color separation and continuous tone negatives for offset reproduction of material containing a variety of conditions requiring dodging, use of different screens and other photographic techniques.

4. Enforces security, fire and safety regulations and keeps a neat and orderly work area. Makes minor adjustments and keeps his equipment in good working order and where necessary recommends major overhaul or maintenance as may be required.

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